



CITY OF NEWPORT NEWS

PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 04/01/03

SECTION 1301	SUBJECT MOTOR VEHICLE ACCIDENTS
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The following step-by-step procedure is to be followed in any situation in which a City vehicle is involved in an accident with a privately owned vehicle, another City vehicle, or any public or private property:

1. The driver of a City vehicle involved in an accident is to report the accident immediately to the local Police Department having jurisdiction where the accident occurred.
2. If there are injuries involved, call 911 and vehicles should not be moved until police arrive. If there are no injuries then call for non-emergency police services and if possible move the vehicles off the road.
3. When City vehicle drivers are involved in a motor vehicle accident, they are to fully cooperate with the investigating law enforcement officers. At the scene of an accident, City employees whether as a driver or a witness, may discuss how the accident happened, but they may discuss it only with the investigating law enforcement officers. Employees may not express opinions about fault even to an investigating law enforcement officer. Employees should inform the investigating law enforcement officers which City department they work for and the fact that the City is self-insured.
4. Accidents shall be reported immediately by those employees involved. A Vehicle Incident/Accident Report will be completed by the driver and his/her supervisor(s). Reports will also be completed by the employees who are passengers or witnesses to a City vehicle accident. The School Bus accident reports shall include names, addresses and telephone numbers of all passengers who were on the bus at the time of the accident. The Vehicle Incident/Accident Report will be forwarded to the Office of Self-Insurance no later than 48 hours after the accident.
5. The Police Department will file a copy of the investigative official's field notes, police report form #300P, statements of witnesses, and other exhibits of the accident to the Office of Self-Insurance within 24 hours, or as soon as possible as circumstances permit after the accident. The Police Department need not duplicate photographs of property damage, bodily injury or accident scenes if the Office of Self-Insurance's representative is on the scene and takes those photographs required by the investigating officer(s) and Self-Insurance. Photographs taken by the Police Department or Office of Self-Insurance will not be required of City vehicles or equipment involved with other City vehicles or equipment if the cumulative damage or personal injury does not exceed \$500.00, although photographs are recommended whenever possible regardless of the amount of damage. Photographs taken at the scene should include specific damages, traffic controls and roadways, as well as an overview of the geographic area.

AMENDS/SUPERSEDES
SECTION 1301, DATED 12/01/90

REFERENCES

APPROVAL

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6. Drivers of City vehicles involved in accidents are required to be tested for alcohol and controlled substances under certain circumstances. Refer to Section 1205, Substance Abuse Policies and Procedures. Contact the Personnel Department immediately.
7. These accident procedures have been developed to protect both employees and the City. Department heads shall ensure that employees are advised of and adhere to these reporting procedures.

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AMENDS/SUPERSEDES SECTION 1301, DATED 12/01/90	REFERENCES	APPROVAL: 
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